

1993-94

The Blue Book

PHILLIPS ACADEMY, ANDOVER

A PURPOSE

The Phillips Academy faculty, meeting in the spring of 1988, adopted the following as a statement of goals and intentions:

Phillips Academy is a residential high school that seeks students of character and intelligence from diverse ethnic, racial, socioeconomic, and geographic backgrounds.

The Academy's scholastic program is designed to foster excellence in all disciplines associated with the liberal arts tradition. Faculty members guide students to master skills, to acquire knowledge, and to think critically, creatively, and independently. The school strives to help young people achieve their potential not only in intellectual understanding, but also in esthetic sensitivity, physical well-being, athletic prowess, and moral decisiveness so that they may lead productive, responsible lives.

Committed to discovering authentic sources of community, the Academy strives to understand and respect the differences that arise in a multicultural setting. Academic and residential programs encourage sensitivity to issues of gender, race, and social class. The school's residential structure fosters close association between faculty and students for personal, social, and intellectual development.

Andover's 1778 Constitution charges the Academy to prepare "youth from every quarter" to understand that "goodness without knowledge is weak and feeble; yet knowledge without goodness is dangerous." This obligation challenges students in mind, body, and spirit to see beyond themselves and to go beyond the familiar; to remain committed to developing what is finest in themselves and others, for others and themselves.

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1993-1994

Volume LXIV



Phillips Academy

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Non-Discrimination Policy

Phillips Academy admits students of any sex, race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of sex, race, color, sexual orientation, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

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GOALS AND EXPECTATIONS OF THE PHILLIPS ACADEMY COMMUNITY

The goal of the Academy is to help its students to grow in knowledge and happiness, in the courage to develop their own best selves, and in responsibility for the welfare of others. In a residential community such as ours, the creation and protection of values depend less on rules than on thoughtfulness, sharing, sensitivity to others' needs, and participating in constructive activities.

Trust and responsibility are terms with many interpretations; they have become hackneyed from overuse and misunderstanding. But the ideas they embody—willingness to explore and respect differing points of view, charity and humility in expressing judgment, readiness to cherish friendship, to depend and to be depended upon—are nonetheless fundamental. Such values can scarcely be legislated or perfectly defined. Yet the welfare and happiness of everyone on this campus depend on consideration and awareness, restraint and candor, discretion and shared joy. Collaboration toward these imprecise but worthwhile ends is essential to the health of the community.

The development of individual responsibility is at the root of Phillips Academy's goals. To acknowledge this, the Faculty voted in 1979 the following resolution:

Phillips Academy expects its students to develop responsibility for their own education and for the general welfare of the community. The Faculty invites demonstrably responsible students to assume leadership and initiative in academic, residential, and athletic life at the school.

Andover is a multi-cultural, multi-racial community. The basic expectation of the community is that its members embrace the notion of diversity and that they show compassion and respect toward all others.

HONESTY: Honesty about oneself and honesty in one's relations with others are the basic values on which this community rests.

The school encourages honest behavior in all areas of school life, formal and informal, curricular and extracurricular.

It encourages honest and tactful communication among students and their friends, between students and faculty, and between boys and girls. The Academy hopes to foster in students an understanding of, and a respect for, the role of sex in human relationships, a complex role involving love, responsibility and consideration for the feelings of others. It also hopes to foster open communication about, and regard for, moral issues, health issues and other questions that face any large community.

Honesty in the academic area means claiming as one's own only that work which is one's own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials or classmates. Since words are the bearers of both information and the unique style of the writer, the words of others as written belong to them and, if borrowed, must be properly acknowledged. Ideas are the most precious of an individual's possessions; the honest person respects them. Similarly, work done for one course may not be used to secure credit in another. It is dishonest to submit one piece of work (e.g. notes, computer programs, lab reports, papers, etc.) to more than one course without prior consultation with and written permissions from all instructors involved.

RESPECT FOR SELF: Self respect grows from honesty. It depends on the willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings. Without self respect, individual growth is impeded.

RESPECT FOR OTHERS: The diversity of the Phillips Academy Community offers a unique opportunity to learn and practice compassion and understanding. Racial, ethnic, or sexist epithets and slurs are not tolerated. Sensitivity, openness and candor are important to an atmosphere in which all students can grow.

SEXUAL HARASSMENT: Sexual Harassment involving students and faculty or students and students is not tolerated by the Academy. It is inappropriate for any member of the community to make any other member of the community uncomfortable through sexist or insensitive sexual behavior.

Any student who believes that he or she might have been the victim of sexual harassment should immediately contact a trusted faculty member or a member of the Council on Sexual Harassment, a committee created to respond appropriately to questions relating to sexual harassment. The names of the council members are posted outside the offices of the Dean of Students and Residential Life and the Dean of Studies.

ALCOHOL AND DRUGS: The school attempts to deter through counseling and punishment the illegal use of either alcohol or drugs. The community has found that persistent use of alcohol or drugs commonly results in physical and psychological problems, some of which are long-lasting and have a debilitating effect on motivation and achievement. These effects include loss of short-term memory and personality change, and sometimes expose the user and/or those nearby to the risk of physical harm. While the school makes an effort to educate students about drug and alcohol abuse, the school cannot accept even sporadic or experimental use of these substances. The school has an obligation to abide by society's laws and to inculcate in its students a respect for law. Students who sell, obtain, purvey, deal, donate or make available alcoholic beverages or illegal drugs for others render themselves liable for dismissal regardless of previous disciplinary record, as do those who consume drugs/alcohol in quantities deemed medically dangerous or responsible for behavior which becomes abusive or dangerous.

Sanctuary policy: To encourage students to seek competent professional help for medical emergencies involving drugs and alcohol, the school has instituted a "sanctuary policy". If a student determines that she/he or a friend is in need of immediate medical attention as a result of drug or alcohol use, the student may choose any of the following options with no fear of disciplinary consequences:

1. Contact the House Counselor or another member of the faculty or staff

2. Call public safety for assistance
(A ride to Isham or assistance in contacting local ambulance services.)
3. Proceed directly to Isham (or other medical facility if the student is off campus).

Although no disciplinary consequences follow if the student is clearly seeking aid and if the faculty member knows of the incident in no other way, students must understand that there will necessarily be some kind of medical follow-up. In most cases, this will include a physical and psychological assessment to determine whether the problematic behavior represents a spontaneous occurrence or suggests further treatment. Normally, the student's parents and House Counselor will be notified. Exceptions to this notification policy will be rare and made only on the advice of the Medical Director and/or a member of the Graham House staff. However, if a single student seeks sanctuary repeatedly, the Medical Director will consult with Dean of Students and Residential Life and the Dean of Studies to determine what course of action will best serve the interests of the student and of the community. This policy will be reviewed periodically to insure that it is meeting the needs of both individual students and the community as a whole.

Counseling: Students seeking counsel about any on-going drug or alcohol problem, whether on their own behalf or for a friend, can always do so in confidence from professional staffs at Isham or Graham House or from any adult in the community. There also exist several student groups, like ADAAC, who can provide and recommend help. The school complements continuing programs each fall by sponsoring a week of highly focused workshops led by the foundation for Freedom from Chemical Dependency.

TOBACCO: Recognizing that smoking and smokeless tobacco are dangerous to health, the school forbids the use of either by students.

AIDS: Phillips Academy shares in the commitment of all other institutions of its kind to education concerning AIDS for all students, faculty, and staff. Such educational programs are a priority at Andover, because they are crucial in limiting the spread and consequences of AIDS.

AIDS is currently thought to be transmitted only by intimate sexual contact, by intravenous drug use, or by exposure to contaminated blood. Since casual contact appropriate to life at Andover does not pose a risk, and since precautions against accidental transmission of HIV virus by bleeding will be taken routinely, students, faculty and/or staff who have developed AIDS, ARC or confirmed evidence of HIV infection will not, because of this fact alone, be restricted access to Phillips Academy.

Students who have or who develop AIDS, ARC or confirmed evidence of HIV infection are expected to inform the medical director at Isham Infirmary. With the student's consent, the medical director may then communicate with the student's private physicians concerning the student's health status while the student is in attendance at Phillips Academy. The medical director will then confer with the affected student, and make available to him/her any of the medical or psychological resources which may be helpful to him/her at Andover; the medical director shall otherwise keep the student's condition confidential, except in extreme circumstances if absolutely required to protect the health of the student or others.

ROOM VISITING: The school recognizes that healthy relationships require a certain amount of privacy and a place where students can feel at home. Consequently, room visiting between male and female students is allowed. However, the Academy also believes it has a responsibility to educate its students about the role of sex in relationships and that boarding school is an inappropriate place for students to engage in sexual intercourse. Room visiting begins only after dormitory meetings in the early fall during which students and faculty discuss relationships in general and guidelines for room visiting in particular. (Room visiting for Juniors does not begin until the Winter Term.) Hours reflect an effort to encourage mutual respect among individuals in the community and are determined by each House Counselor within the following guidelines:

For grades 10–12

Monday through Thursday and 6-day Fridays: 2:45 p.m.-8 p.m.

5-Day Fridays: 2:45 p.m. - 9:30 p.m.

Saturdays: 1:00 p.m. - 11:00 p.m.

Sundays: 1:00 p.m. - 8:00 p.m.

For grade 9

Fall: None

Winter: Monday - Friday 5:00 p.m. - 8:00 p.m.

Spring: Monday - Friday 5:00p.m. - 8:00 p.m.,
Sunday 1:00 p.m. - 8:00 p.m.

To request visiting permission, both host and guest must personally check in with the host's House Counselor and record their names on the special sheet provided. Both host and guest must also sign out when departing. Though they may expect to see the House Counselor personally at sign-out, personal check-out is required on Friday nights of five-day weeks and on Saturdays. Despite the generous hours allotted for room visiting, House Counselors lead very busy lives; consequently the actual time available for visiting can be relatively limited. Students should not pressure their House Counselors to alter their already complicated schedules. House Counselors may deny permission to visit if it is in the best interests of the students involved or of the dormitory. A student on Disciplinary Restriction may not request visiting permission after 8:00 p.m. on Saturdays or Fridays of five-day weeks.

STUDY HOURS: A dormitory should at all times be quiet enough to allow effective study. Any student or House Counselor should feel free to ask others to allow that right. Such a request should always be honored. The time reserved for study normally begins at 8:00 p.m. on nights preceding classes. At that time, underclass students must be in their own dormitory or doing academic work in the Library, Language Laboratory, Art Studio, or Graves Hall. Interdorm visiting for underclassmen is not allowed. Dormitory Common Rooms may be used only for study. Only Seniors may frequent the Ryley Room after 8:00 p.m.

THE ENVIRONMENT: The Academy has recognized the need for unselfish strategy and policy to preserve the ecological balance of the environment we live in. Education, awareness, and discipline are essential to achieving this goal.

Students are expected to separate aluminum cans, paper and glass from the rest of their own garbage, and to make sure they are recycled. Large dumpsters for paper are placed around the campus to encourage and ease the recycling process.

PRIVACY: All members of the community should respect the privacy and property of others and share in the creation of an environment which protects the physical and emotional well-being of each member of the dormitory.

The House Counselor and Cluster Dean will respect the privacy of a student's room. However, because the House Counselor is responsible for the dormitory and its residents, the House Counselor must have immediate access to any room upon knocking and may use a pass-key to enter whether a student is present or not. On the rare occasion when a systematic search for contraband is necessary, the Cluster Dean will conduct it formally, in the presence of the student, the Cluster President, and the House Counselor.

PERSONAL SAFETY: **Safety and security, inevitable concerns in a community as large as ours, can only be ensured if everyone cooperates in abiding by certain procedures and restraints which aim to protect us all.**

Sign-ins: For reasons of safety, students are expected to sign out of their dormitories after 8 p.m. and to sign in upon their return, no later than 10 p.m. Students are not permitted to be downtown after 8:00 p.m. On Friday evenings of five-day weeks, the sign in time for underclassmen is 10 p.m., 11 p.m. for seniors; on Saturday evenings, the sign in time for all students is 11:30 p.m. After sign in until 5 a.m., the Academy expects students to remain in their dormitories unless permission to leave has been given by the House Counselor or the Cluster Dean.

DAY STUDENTS: Day students who are on campus during study hours must be in one of the study areas designated above. Underclass day students may not visit in dormitories without special permission. All Day Students are required to leave the campus each night by dormitory sign-in time unless they have permission from their Cluster Deans to stay later.

Day students may spend the night with friends in the dorm on nights not followed by classes the next day. They must obtain the permission of the House Counselor who, before granting it, will expect a call or note from the day student's parent.

Off Campus Permissions: At the discretion of the faculty, certain weekends of the school year may be closed; that is, overnight excuses may not be taken on those weekends.

Students of all classes may apply for an overnight excuse for any other weekend. Overnight excuses begin after the last appointment of the week and end by 8 p.m. on Sunday. They are granted only to a student's own home or to destinations where adult hosts have issued an invitation and will be present during the student's visit. With express parental permission, exceptions are sometimes granted to Seniors for visiting college campuses; exceptions MAY be granted to other students in other circumstances only if parents of students involved insist and give express written permission. However, overnights in the Boston-area without appropriate adult supervision are not granted under any circumstances except to students who are returning to their own home with their parents' knowledge. All excuses are subject to the approval of the House Counselor and the Cluster Dean, who publish details of the excusing procedure.

Any student may also apply for a day excuse, normally taken after the last official appointment on Wednesday, Saturday, or Sunday, though Seniors may also take day excuses until 11 p.m. on Friday evenings of five-day weeks. Saturday day excuses end at 8 p.m. for Juniors and Lower; Uppers and Seniors may remain off campus until 11:30 p.m. All students must return to campus on Wednesdays and Sundays by 8:00 p.m. Day excuses are also subject to the approval of the House Counselor or the Cluster Dean.

The school expects students to conduct themselves responsibly on day or weekend excuses. As a minimum this expectation encompasses observance of state and federal laws, but also includes respect for rights of others. Renting hotel rooms for parties on weekends or day excuses cannot be permitted; students who appear at such parties can expect a disciplinary response. Students are expected to return to the campus free from the influence of alcohol or illegal drugs. In general, the school's jurisdiction extends to students off campus under the following circumstances:

(1) school is in session or the student is departing or returning to campus in conjunction with a vacation **and**

(2) the school is called to act in *loco parentis* **or** reports of misbehavior precede or follow the student's return.

Whenever problems arise, the school may respond with counseling, discipline, or both.

Motor Vehicles AND Bicycles: The Academy expects that boarding students not keep motor vehicles in or near Andover. They may ride in a motor vehicle if the driver is a member of their family, a faculty member, or another person authorized by the student's House Counselor or Cluster Dean. Students' travel plans for out-of-town permissions or vacations must be approved by the House Counselor and parents. For reasons of safety, the school disapproves of hitch-hiking.

Except when explicitly authorized, licensed day students may drive only themselves and other day students to and from the campus. From the time a student arrives until he or she leaves, motor vehicles, including mopeds, must be left in the assigned parking area and must not be used for campus transportation. The use of bicycles is permitted. Students are expected to register them with Campus Security, to lock them when not in use, and to obey all rules of the road, including proper lighting and reflectors at night.

DORMITORY SAFETY AND SECURITY:

Fire safety equipment, fire extinguishers, and smoke alarms are designed for use in an emergency. Students observed, reported, or admitting to tampering with this equipment may be subject to counseling, fines (\$5 to \$100), and/or punishment for endangering lives in case of fire. Students must refrain from having firearms, fireworks, explosives, or any kind of open flame in their rooms. House Counselors will regulate the use of appliances in designated areas in each dormitory.

Because, in an emergency, a House Counselor must know exactly who is in the dormitory, guests may spend the night in a dormitory only with the House Counselor's permission, given well in advance, and ordinarily not on nights preceding classes. Overnight visitors from off campus must be under 18 and have permission to be in the dorm from the host's Cluster Dean. Guests are the responsibility of their hosts and must abide by all dormitory procedures and school rules.

For health reasons related to dormitory living, no pets are allowed.

For personal safety all dormitory doors must be locked at sign-in. Students who leave the dorm after sign-in, who open the doors to allow visitors access after sign-in, or who prop open doors, compromise the safety of themselves and others and can expect a strong disciplinary response.

To ensure fire safety, House Counselors will conduct weekly room inspections. Students are expected to keep their rooms and hallways safe, following the safety guidelines posted in each dormitory.

Students and parents are cautioned that the school cannot be responsible for the security of personal possessions. Expensive items such as computers, stereos, bicycles, or cameras should be insured by the family against loss, damage, or theft. Personal appliances such as hot plates, refrigerators, TV's, coffee or soup pots, electric irons and quartz halogen lamps are prohibited because of fire hazards and limited electrical capacity. Hair blowers should be used with caution. Personal computers are permitted.

RULES

The goals and expectations presented in the opening pages of the Blue Book are ideals toward which to grow. Their statement is intended to encourage positive participation in the dormitories and clusters individually and in the school as a whole, to encourage the learning process, and to encourage the realization that the welfare of the individual is often best realized by respecting the welfare of others.

The school recognizes that to support these expectations, there must be a clear statement of rules, a minimum standard of behavior. The school considers the following to be major offenses with the community:

- Dishonesty, including lying, cheating, plagiarizing, misuse of sources, or dual submissions of academic work, as well as stealing, misappropriating library books, failure to comply with Computer Center copyright rules, falsifying sign-in or misuse of phones, credit cards, or ID cards.

- Actions dangerous to the health, safety, or well-being of other persons (e.g., actions or derogatory remarks constituting harassment based on race, ethnicity, religion, gender, or sexual orientation, malicious threats of any kind, willful infliction of personal injury, willful violation of fire regulations, possession or use of weapons or fireworks, or destruction of property).

- The use, possession, or being under the influence of alcoholic beverages or illegal drugs.

- Possession of paraphernalia associated with drug use.

- Smoking.

- Absence from school bounds without permission.

- Serious absenteeism in a single term from required school appointments or repeated terms of poor attendance. Required school appointments include classes, sports, all-school meetings, work duty, and special required life issues seminars.

- Serious or repeated violation of rules regarding sign-ins and absence from one's dormitory after sign-in deadlines.

- Unauthorized parietals.

- An accumulation of lesser offenses which have resulted in numerous appearances before a Discipline Committee or otherwise clearly indicate an unwillingness or inability to live within school behavioral guidelines.

- Failure to live up to expectations or to the terms of probation. Repeated probations are unacceptable, as are an accumulation of persistent irresponsible actions.

Students as "hosts" are responsible for what transpires in their rooms and as such may be liable for disciplinary action even if they have not personally broken the rules of the academy. Students who organize or host parties where drugs and alcohol are used, whether on or off campus, may face major disciplinary consequences, including dismissal. Moreover, students who remain in the presence of rule-breaking may be liable for discipline.

Responses of the Community to Failure to Live Up to Rules and Expectations

The Academy expects that all members of the Community take seriously and positively their responsibility for cooperating with and upholding the ideals of the school. When an individual acts irresponsibly the community intends to respond as a whole and to the extent possible and consistent with the first goal, encourage personal growth and the acceptance of individual responsibility.

Such responses may be initiated by peers, by a House Counselor, by a Cluster Dean, or by a Cluster Discipline Committee.

The initial response to a rule violation is normally exercised

by a faculty member who confronts the suspected violator and seeks voluntary confirmation. If the student denies breaking a rule and if evidence is compelling, the faculty member may summon a colleague for corroboration. If there is no doubt, the case is then referred to the student's House Counselor or Cluster Dean, one or both of whom talk further with the student, then, when appropriate, see that parents are notified. A Cluster Discipline Committee is convened to recommend an appropriate response to the Cluster Dean who makes the final decision and serves as chair of the Committee. Other members include the Cluster President, a student disciplinary representative, the House Counselor or Day Student Counselor, and a faculty disciplinary representative. Occasionally in exceptional circumstances the Committee may be configured somewhat differently. For example, if the Cluster Dean is also the offender's House Counselor, another Dean may chair the meeting or if issues of student privacy are involved, adults only may comprise the committee. The Cluster Dean or House Counselor may also recommend a "small Discipline Committee" comprised of the House Counselor, the Cluster Dean, and the Cluster President. Such recommendations can be relatively routine for offenses during the last two weeks of a term if suspension or dismissal are not potential outcomes. A student may always opt for a full hearing instead of a "small Discipline Committee."

Prior to the discipline meeting, or in some clusters where procedures include formal testimony in the actual discipline meeting, the student may have a student or faculty member speak on his behalf to members of the discipline committee.

During the meeting, the student is urged to give a full account of the incident, or argue his or her innocence. Dishonesty by a student during a discipline meeting will lead to a recommendation for an immediate dismissal. In rare cases where the details of the offense are not clear, the Cluster Dean and the student may ask the enforcing faculty member to be present.

In considering the appropriate response to a case of irresponsibility, the determining person or group will take into account the student's age and experience, special circumstances, the welfare of the individual and, above all, the welfare of the community as a whole.

In extraordinary circumstances, as in a situation in which

the welfare or safety of others appears to be jeopardized, any immediate response is followed by a hearing. Each Cluster has a formal, posted disciplinary procedure.

Counseling: In many cases of minor irresponsibility, informal counseling may be the most appropriate response. Such counseling may be carried out informally by peers or proctors, by a House Counselor or Cluster Dean. In addition, the professional counseling services at Graham House may be used.

Major offenses will be subject to formal review in the Cluster.

Discipline:

Restriction: For some cases, Restriction may be appropriate. A House Counselor or Cluster Discipline Committee may place a student on Restriction for a specific period, usually two weeks, and for specific times during the week, weeknights, weekends, or both. During the term of Restriction, the student *must remain on campus* and must be in their own rooms without visitors after 8 PM on weeknights or in their own dormitories on Saturday nights and Friday evenings of five-day weeks. Students on Restriction may not request room visiting permission ('parietals') on Saturday nights. For day students the terms of Restriction are usually spelled out by the Cluster Dean in each instance. Usually parents are asked to help by applying, wherever possible, the same limitations that the school applies to boarders. Normally, the school also requires that day students on Restriction leave campus by 8 PM each evening, including weekends.

Bounding: For certain kinds of offenses, a Cluster Dean may prohibit a student from leaving School Bounds (see map on the final page of book).

Work Periods: In some cases, a student who demonstrates unwillingness to cooperate with community rules or expectations may be assigned a project of work as restitution.

Censure: A Cluster Dean may invoke formal censure to indicate the gravity of a student's misbehavior or error of judgement.

Censure No Repeat: For some serious misbehavior a Cluster Dean in behalf of a Discipline Committee may censure the student and warn that a repeat of this behavior or one similar may result in dismissal.

Probation: A Cluster Dean, on the advice of the Cluster Discipline Committee, may place on Probation a student who demonstrates serious irresponsibility. The Cluster Faculty may place a student on Probation for excessive unexcused absences according to guidelines set out in advance by the Cluster. The term of Probation runs until the end of the current term, or, if there are fewer than seven weeks remaining, until the end of the following term. During this time, a student is expected to justify his or her place in the community by attitude and cooperation in all areas.

Probation may be accompanied by an initial period of Restriction or by a work project. In particularly serious cases, a student may be sent home (or to an authorized agent) for a period of three to five days, to be returned to school by parents, if possible. The intent is to encourage communication among the student, parents, and the school.

For every student on Probation, a special Probation counselor will be appointed who will monitor the student's progress and with whom the student will be expected to discuss his or her progress regularly. At the end of Probation, the student's record will be expected to provide specific evidence of general improvement: satisfactory grades, few missed appointments, and positive reports from teachers, coaches, Work Duty Supervisors, and the House Counselor. At their regular term-end meeting when all records are finally complete and available and subsequent to a recommendation from the Cluster Discipline Committee which will have met previously, the full Cluster Faculty will recommend to the Cluster Dean that the student either be removed from Probation or that the case be passed to the Headmaster for suspension or dismissal. In the spring term when graduation occurs before their regular term-end meeting, the Cluster Dean may assemble the cluster faculty to consider the cases of Seniors who may not have met the terms of Probation.

After May 1 seniors committing an offense that would ordinarily place them on Probation will be required to leave campus after their last academic commitment and to forego Commencement Exercises. In addition, they will receive delayed diplomas.

The school does not award multiple Probations. A student who commits a second probationary level infraction is usually dismissed.

Suspension: In rare instances and upon recommendation of the Cluster Discipline Committee, the Headmaster may suspend a student when it is judged that causes of difficulty can best be remedied during a limited absence from school, i.e. the remainder of a term or more. During that time, the student may be asked to complete a project or to meet certain stipulations. Academic credit at Phillips Academy does not accrue for terms thus interrupted. A Senior who has been suspended may not receive the diploma until he or she has been reinstated and completed the diploma requirements.

Year-end Review: The Community expects students to develop in integrity, unselfishness, and concern for the welfare of the community as well as in commitment to the academic program. If, at the end of two terms, the Faculty is seriously dissatisfied with a student's progress with respect to personal development, contributions to the community, or influence on the community, the student may be placed on Year-end Review.

This action may be taken at the end of the winter term by vote of the Cluster Faculty after a careful examination of the student's overall record. At the time, both the student and parents are notified of the reasons for dissatisfaction and the specific expectations which the Faculty hold for the student's improvement. In June, the entire Faculty will review the student's progress during the spring term to determine whether the student by his or her effort, attitude, conduct, and academic performance has justified his or her place in the school community. If the Faculty is not satisfied with evidence of the expected improvement, the student will not be permitted to return to school in September. If the student on Year-end Review also happens to be on Probation, the Faculty will act on the former before the Headmaster considers any cluster recommendations on the latter.

During the term of Year-end Review, a student will choose a special counselor who will encourage the student and monitor his progress.

Dismissal: A Cluster Discipline Committee may recommend to the Headmaster the dismissal from the community of a student who demonstrates major failure to live up to the expectations and rules of the school. Offenses which almost always lead to such recommendations regardless of previous record include

failure to meet the terms of Probation, selling or providing illegal drugs or alcohol, lying to a Discipline Committee (even if this should be discovered long after the fact), or any offense deemed exceptionally misguided like major theft, repeated and calculated cheating, consumption of alcohol in quantities deemed medically dangerous or responsible for abusive or dangerous behavior.

Cluster Action: In all cases, the Cluster will try to find responses which relate directly to the kind of irresponsibility brought to their attention, and in all instances of major offenses, parents will be notified before and after disciplinary action.

Colleges and Discipline: Although we view discipline as part of the educational process and normally an internal matter, many colleges require students to answer questions about serious disciplinary infractions. We define these as suspension, probation, and censure/no repeat. When a Senior is separated from the Academy for any reason, colleges at which the student has active applications for admissions will be so notified. Otherwise, when asked, students and College Counselors are expected to respond honestly to questions about matters of disciplinary record.

Community Governance

Phillips Academy seeks to support each individual's worthy actions and attitudes, to help a student who makes a mistake in social behavior understand why it is harmful, and to encourage all students to participate in the governance of the school.

The Clusters: Each student of the Academy, day or boarding, is assigned to one of the six residential clusters. A cluster is composed of about 150 boarding students in a group of dormitories, the faculty of these dormitories, certain faculty residing in houses nearby, and between 40 and 50 day students. The cluster is intended to be the student's home ground. Within the clusters, students and faculty families share in the activities, associations, and mutual support of smaller communities, as well as the facilities and programs of the entire Academy. Mutual support takes various forms and, in each dormitory, older students' concern for younger ones is of particular value. In most dormitories, upperclass students assist the House Counselors as proctors and advisors.

While the Faculty as a whole makes final decisions on schoolwide procedures, students and adults together within each cluster create and implement the policies which guide cluster life.

Through student-faculty groups, such as the Cluster Councils, clusters support school-wide expectations and rules, determine house keeping procedures appropriate to cluster facilities, and ensure compliance with safety and fire regulations. The Cluster Discipline Committee takes or recommends corrective response whenever a student of the cluster has demonstrated inability to meet school or cluster expectations. All dormitory restraints are designed to ensure an atmosphere conducive to study and to protect the privacy of students and House Counselors. Each cluster issues its own supplement to the Blue Book, explaining the guidelines for excusing procedures and other daily living arrangements which may vary slightly from one cluster to another.

Counselors: The House Counselor is responsible for primary counseling and support of students living within his or her dormitory, and is charged with maintaining safe conditions, order, a good study climate, and observance of school rules. The House Counselor grants day excuses and parietal permissions and approves, with the Cluster Dean, all overnight excuses. The House Counselor is also the school's primary liaison with parents of boarding students.

The Day Student Counselor is responsible for making periodic contact with students assigned to him or her, monitoring their progress and welfare, providing advice and support, and serving as primary adult contact with parents.

Cluster Deans: The Cluster Dean's main responsibility is to lead, coordinate, and evaluate these Counselors, but the Cluster Dean also grants special permissions, chairs disciplinary proceedings, writes for parents and the record letters on discipline, and serves as a backup counselor for students within the cluster. The Dean also administers cluster housing, appointments, elections, committees, and activities.

Dean of Students and Residential Life: The Dean of Students and Residential Life is primarily responsible for leading, coordinating, supporting, and evaluating the Cluster Deans—as well as monitoring all aspects of residential life.

Cluster Committees: Many standing and ad hoc committees have student representation, giving students a voice in the affairs that affect their lives. In the clusters, students meet with faculty on Cluster Councils and Cluster Discipline Committees to help set cluster policy and review cluster discipline cases.

Cluster Presidents: Each cluster elects a Cluster President who, in addition to administrative duties within the cluster, meets weekly with the other Cluster Presidents and the Cluster Deans, and regularly with the Headmaster, to discuss matters of concern to the whole school community.

Student Government:

School President: The entire student body elects a School President to meet regularly with the Cluster Presidents and Deans, the Student Council, various student and faculty committees, and the Headmaster to share community concerns and participate in solving problems.

Student Council: Consisting of elected representatives of each Cluster and Class, the Council provides a forum for identifying and exploring community issues and a means of generating proposals for constructive change within the community.

Academic Procedures

Honesty is the basic value on which this community rests. Academic honesty is demanded by the very nature of a school community.

The Academy communicates its academic standards to students through regular evaluation of their work, encouraging their best efforts in all fields.

Academic Review

At the middle and at the end of each trimester the faculty of each Cluster reviews the records of students who are in academic difficulty (including absences from class). Through consultation with the student, the House Counselor or Day Student Counselor, and instructors, the Cluster Faculty tries to identify the sources of any problems a student may appear to have and initiates action for improvement. Such action may include tutoring, special counseling, and limiting the student's activities both on and off campus in order to protect study time.

In serious cases the Faculty or the Cluster Faculty takes formal action.

ACADEMIC RESTRICTION: When a student's work might be improved by less distraction, he or she may be placed on Academic Restriction, during which time the student must be in his or her own room by 8 P.M. on each evening preceding a class day.

NO EXCUSE: In more serious cases, the Faculty or Cluster Faculty may impose No Excuse for a period of at least five weeks. This means a student may not be given either a day or an overnight excuse, and is thus restricted to School Bounds.

GENERAL WARNING: If a student's work is precarious, the Faculty may place the student on General Warning, ordinarily with No Excuse, which signifies that unless there is significant improvement, the student may be advised or required to withdraw at the end of the next trimester.

ADVISE TO WITHDRAW: When the Faculty believes that a student is unable to meet the academic demands of the Academy, it may advise the student to withdraw. Although such advice is non-binding, the Faculty will almost certainly require withdrawal unless substantial improvement is made in the subsequent trimester.

REQUIRE TO WITHDRAW: The Faculty may require the student to withdraw, if it is convinced that he or she is unable to meet the Academy's academic standards.

UNSATISFACTORY EFFORT ("U" after grades): May result in the student's being placed on Disciplinary Restriction (see p. 15).

The Faculty or Cluster Faculty may place her or him on No Excuse, ordinarily with Disciplinary Restriction during the first two weeks, as an indication that effort should be increased.

The Faculty at the end of a trimester may place the student on General Warning, ordinarily with No Excuse and usually with Restriction, as an indication that the Faculty is seriously dissatisfied with his or her effort, and that the student may be dismissed at the end of the next trimester unless there is marked improvement.

When the faculty at its June meeting sees an unsatisfactory record by a student on No Excuse, the faculty may require the student to withdraw.

Red Flags and “On Report”

An informal reporting system assists House Counselors and Day Student Counselors in keeping track of the attendance and academic performance of each of their counselees and makes it easier for the classroom teachers to communicate with their students' Counselors.

When an instructor or coach is worried about any aspect of a student's performance, the instructor may report this to the student's Counselor on a “Red Flag” form, constituting a request that the student be put “On Report.” The Counselor then sends to each of the student's instructors an “On Report” form which requests a periodic statement about the student's progress. “On Report” may also be initiated by the House Counselor.

“On Report” has no disciplinary connotations unless poor attendance or effort is involved; it is a device to allow those faculty members closely involved with a student to pool their information, concerns, and views about the student for his or her benefit. After reviewing the assembled reports, a Counselor may recommend to the Cluster Dean that appropriate counseling, disciplinary action or other steps be taken.

Reports and Grades

Reports of grades, attendance, and of Faculty action affecting a student are mailed to the parents or guardians at the end of each trimester, at the Fall Mid-Term, and, in some cases, at the Winter and Spring Mid-Terms. At the end of each grading period the Counselor and student discuss the student's progress and review the Instructors' Reports. Parents of underclass students may expect to receive a comprehensive report from the Counselors and copies of the Instructors' Reports in December and June. Parents of Seniors will receive December reports.

At the end of a trimester or course, a grade of incomplete normally may be given in response to unsubmitted course work only for medical reasons. Permission for any non-medical incompletes will be granted rarely, and only when requested in advance, and only with the approval of the appropriate department head and the Dean of Studies' office. A mark for incomplete work (whether passing or not) is bracketed. An asterisk with the brackets indicates that the work is incomplete because of illness.

6 Outstanding	2 Minimum pass (and minimum college certifying grade)
5 Superior	
4 Good	1 Failure
3 Satisfactory	0 Low Failure

Effort and Attendance

The letter U (Unsatisfactory) may be used with any grade to indicate that in the teacher's opinion the student is not working hard enough to achieve results commensurate with ability. The letter S (Satisfactory) is used only to indicate a change within a term from Satisfactory to Unsatisfactory, or the opposite: S-U, or U-S.

Students are expected to meet, and be on time for, all academic obligations, athletic and activity commitments, all work program assignments, all medical appointments, and to attend all school and Cluster meetings, unless excused by teachers, supervisors, or coaches in advance. No student may be excused from a class in order to lengthen a weekend or vacation without permission of the Cluster Dean. Faculty members take attendance at each class meeting, required athletic session, and required school meeting. Each student is required to write a brief note to the teacher explaining each class absence, whether or not the absence was due to illness. At the middle and end of each trimester, the number of unexcused absences is reported to the Registrar, the teacher, coach, or dean making the judgment as to whether an absence is excused or unexcused. The total number of unexcused absences is reported to parents on the report card; a record of both excused and unexcused absences also appears on each Instructor's Report.

Students who accumulate unexcused absences may expect disciplinary action.

Class Absences

Whenever a student is absent from class for ANY reason (including being excused by Isham Infirmary), he or she, upon returning to the class, MUST give the teacher a brief note stating the reasons for the absence. On the basis of these explanations the teacher determines whether the absence was excused or unexcused. There is a "grace period" of one week following the end of the week in which an absence occurs during which a teacher may correct any errors in absences

reported to the Registrar's Office.

If a student does not write a note, there are two consequences: 1) the teacher will probably conclude that the absence was unexcused; 2) there will be *no possibility* of making any correction to the record after the grace period, even if an absence was clearly excused.

Absence for Medical Reasons

If, for medical reasons, a student is required to be absent from campus or classes, or is limited in participation in the athletic programs, he or she must arrange personally to be excused through Isham Infirmary. This procedure allows proper recording of necessary absences and excuses; it permits the Medical Director to be aware of health problems, to cooperate with families and other physicians, and to make appropriate arrangements on campus.

A student not feeling well but not seriously ill may ask his or her teacher or coach in advance for an excused absence.

Day students who stay home because of illness must have their parents call Isham Infirmary each morning; names of such students will then be reported to all school departments. Students calling in themselves cannot be excused.

Day students who miss a school commitment because of an off campus medical or dental appointment must show to each teacher or coach of any missed commitment(s) an appointment card, receipt, or note from the doctor or dentist.

The Honor Roll

A student is placed on the Honor Roll upon receipt of the minimum grade totals for the number of courses indicated by the following table (no grade may be below 3 or incomplete):

Number of courses:	3	4	5	6
Minimum of grade totals:	15	19	24	28

Personal Days

Students are granted personal days on the following graduated scale: one per year for Juniors and Lower; two for Uppers; three for Seniors. Normally, no more than one personal day may be taken per term. On such a free day a student is not excused from an announced test or laboratory. It is, therefore, essential to speak with each teacher in person before taking a personal day. After speaking with the teachers the student must sign up for the day in person at the Dean of

Residence Office. A student may leave the school limits on a free day from 6 a.m. to 8 p.m. for purposes approved by the Cluster Dean or may remain on campus with no appointments required until 8:00 p.m. Free days may be used, by arrangement with the Cluster Dean, to extend weekend excuses by one day, including Monday or Friday, but neither on long (three day) weekends; nor may a personal day be used to extend a vacation. Students with five or more absences in a term are ineligible for personal days the following trimester.

ACADEMIC INFORMATION

Classification

Upon admission students are typically classified as Juniors, Lower Middlers, Upper Middlers, or Seniors according to their academic credits and not according to the number of years they have been in school or the class to which they belonged the preceding year. After matriculation students may reclassify only with the permission of the Academic Advising Council.

Transfer of Courses

The request to transfer must be made before the sixth calendar class day of the term or as announced in the Daily Bulletin. The student must obtain written permission from his or her Academic Advisor (a faculty member assigned to each student to assist in course selection and program design) and present that written permission to the Scheduling Officer in the Dean's Office. For changes of section within a given course, a student must obtain written permission from the chair of the department and present that slip to the Scheduling Officer. No transfer is official until this slip is filed with the Scheduling Officer.

Dropping a course

A student may not "go light" (take less than the normal load) without the permission of the Academic Advisors.

Term-contained courses: These may be dropped in any term during the first 4 calendar weeks of the term but not after this period of time. A student must get a drop slip from the Academic Advisor and file it with the Scheduling Officer.

T² and Year-long Courses: See the Dean of Studies for a form which must be taken to the Instructor, Chairman of the

department, House Counselor, Academic Advisor, and then returned to the Dean. Permission is granted only when all concerned feel that the student's best interests will be served by dropping the course. T 2 and year courses are meant to be firm commitments and should not be taken lightly. When a year-long course is dropped in the second or third term, credit for the previous terms is awarded only at the discretion of the department and may be withheld entirely.

Academic Assistance

Tutoring

Students experiencing academic difficulties should first seek help from their teachers. For more extensive help, students who need help in writing, reading, or organizational skills should make arrangements at the Study Skills Center in Graham House, where group and individual tutoring is available. Services are offered in a variety of ways by the professional staff. Students may take study skills courses or individual tutorials for credit when recommended by the Academic Advisor. Students may also be referred by individual teachers for help in specific courses or they may seek help on their own.

Help for learning disabled students

Learning disabled students are admitted under the same standards as other students and expected to meet the same criteria to graduate. However, the school recognizes that learning disabled students may require reasonable adjustments in the procedures used to meet those criteria. Reasonable adjustments, as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), are an individual matter and must be worked out with the school's Academic Counselor and within the constraints of the Academy's resources.

The following kinds of adjustments are possible and will, of course, be dictated by individual circumstance:

- Extended time on tests and exams with a maximum limit of time and a half.
- Permission to record classes.
- Provision of a separate room for exams.
- Use of a word processor to write exams.

In order to qualify for any reasonable adjustment, a student must have a documented learning disability. While the school will consider diagnoses from outside agencies, these must be reviewed by the Academic Counselor and, typically, by a specialist designated by the school.

Note: The Educational Testing Service offers nonstandard administration of SAT's and Achievement Tests to learning disabled students. Phillips Academy wishes to be supportive of such students and administers untimed standardized tests at set intervals during the academic year; registration is required six weeks in advance of the administration date. Learning disabled students should consult the College Counselor or the Academic Counselor about these tests.

Academic Honors

Prizes

Prizes are awarded each year, mainly during and at the end of the Spring Term, for proficiency in individual academic subjects, and various awards are made in the field of athletics. In addition, there are special honor awards accorded for character, leadership, and contribution to the school community.

The Cum Laude Society

Corresponding to the Phi Beta Kappa Society in colleges is the preparatory school organization known as the Cum Laude Society. Its aim is to recognize and encourage high scholarship throughout the secondary schools of the country. The Society was founded at the Tome School in 1906, and has gradually been enlarged until now there are 153 active chapters, including that at Phillips Academy founded in 1907. By ruling of the National Society no more than 20% of any graduating class may be elected to the Cum Laude Society. Accordingly, the Andover Chapter elects up to 10% in February and 10% at Commencement. To be eligible, a student must be a diploma candidate in good standing (e.g. not suspended or on Probation) and have maintained at least a 5.0 average during and after the terms under consideration. Detailed criteria are available for inspection in the Dean of Studies office.

Life Issues Education

Andover believes that some health and life issues need highlighting outside the classroom. We have therefore developed programs in which all students must participate during the school year. These include Drug and Alcohol Awareness Week each fall; Martin Luther King, Jr. Day during the winter; and AIDS Education Programs each spring. All Uppers attend date rape prevention seminars; Uppers and Seniors are invited to join Human Relationships and Sexuality Seminars on a voluntary basis. Dormitories also may sponsor programs on eating and nutrition and discussions on a wide variety of current and enduring interest to adolescents living away from home.

Alternative Academic Programs

Senior Projects

To provide opportunity for pursuing intellectual and creative interests beyond the scope of regular courses, the individual academic departments are empowered to permit Seniors to substitute independent projects for regularly scheduled courses, providing the project will replace only one academic unit per term for a maximum of three terms, providing the student has achieved honor grades in course work done with the department approving the project, and providing the student has no grade below 3 in the term preceding and has no need to make up extra credit for the diploma. A senior may not substitute a credit-bearing academic project for his activity or athletic commitment. Arrangements may be made for a student to pursue a term-long project which will require that student to be off campus. A student should apply for either on-campus or off-campus projects during the preceding term by obtaining a form in the Office of the Dean of Studies. This form must be filed in that office by the deadline published in the Daily Bulletin.

Eligibility

To participate in the off-campus programs listed below, students are expected to have at least a 3.5 average with no failing grades in the two terms preceding participation in the program and be in good standing from a disciplinary perspective. For a foreign language program a student is generally

expected to have at least a 4 average in the program language. Final approval for participation in all off-campus programs will be made by the Dean of Studies.

School Year Abroad

Since 1964, more than 2000 students from PA and other schools have taken advantage of this unique opportunity to "go beyond the familiar," mastering a second language and culture, while pursuing a demanding academic program in Rennes, France or Barcelona, Spain. Students gain not only international awareness but also increased self-confidence and maturity, along with a genuine enthusiasm for learning.

Students live with local host families for the academic year and take courses from carefully chosen faculty at SYA's own facilities. Language, literature, history, art history and civilization courses are conducted in French or Spanish. English and math are taught in English by American teachers on one year appointments. SYA's curriculum provides excellent preparation for university study and credits count towards PA diploma requirements. Students participate in sports and other activities with their French and Spanish counterparts and may travel either independently or on school-organized trips during vacations.

Students take all appropriate college board exams and receive necessary counselling. In the past eight years 15 or more SYA graduates have enrolled at the following colleges and universities: Georgetown (50), Brown (49), Yale (41), Harvard (36), Berkeley (33), Columbia (29), Stanford (21), Middlebury (20), Princeton (19), Duke (17), and Wesleyan (15).

Co-sponsored by Phillips Academy, Phillips Exeter Academy, and St. Paul's School, SYA works closely with 18 additional associate schools around the country.

A detailed catalogue is available from the language department or from the SYA office, Phillips Academy, Andover, MA 01810 (tel: (508) 749-4420).

The Washington Intern Program

The Washington Intern Program, in which Andover joins with Exeter, allows a group of Seniors and Upper Middlers to spend the Spring Term living in Washington and working in the offices of U.S. Senators and Congressmen. Information on this program may be obtained from the Department of History.

Term in Spain, France, Mexico or the Ivory Coast

Students enrolled in a Spanish course (22 or higher) may elect to spend the Winter Term in Madrid or the Spring term in Mexico. Third level or higher French students may elect a Fall exchange with a lycée in Paris or Winter exchanges in either Antibes, France or Abidjan, Ivory Coast. As is the case with all off-campus projects, approval for participation in any of these programs is dependent on the student's not being enrolled in any year-long courses (except in Spanish or French) and on the student's not needing to take on campus courses in order to meet diploma requirements.

The Mountain School and the Maine Coast Semester

The Mountain School operates on a working farm in Vershire, Vermont. About 40 students from different schools – Milton, Andover, Exeter, St. Paul's, Dalton in New York, Wheeler in Providence, Hathaway Brown in Cleveland – spend a semester there, living in active, outdoor existence, and taking a full load of subjects. The curriculum is related to the school. The science courses are concerned with environmental management, with ecology, with the biological and physical elements surrounding the school. The English classes focus on the role of Nature in British and American literature. The American history course fits in with History 30.

The Maine Coast Semester is run by the Chewonki Foundation in Wiscasset, Maine. It is similar to the Mountain School except that the inland farm setting is exchanged for a North-Atlantic coastal one. This means that the curriculum focuses on issues of coastal ecology and marine science – in addition to the humanities noted above.

Urban Studies Institute

The Urban Studies Institute is an intensive spring term program for Uppers and Seniors, during which students' time is divided between on-campus study of urban problems and human development within particular ethnic and urban cultures and service or research work in a nearby city. Uppers and Seniors in good standing may apply early (December 1) or in February. Satisfactory interview and recommendations are required for acceptance.

The Work Program

All students and many faculty and staff participate in the

Academy's Work Program, a group of activities essential to the maintenance and the educational purposes of the school. The Academy believes that the healthiest communities result when members invest tangible effort in maintaining them. The jobs accomplished by students are designed to amplify students' and faculty's sense of responsibility toward their physical environment and to teach important life skills as well. Taken together, Work Program activities also lead to a significant cost savings in the operation of the physical plant, an important function in a school which devotes its major financial resources to scholarships and educational programs.

Attendance and satisfactory effort at Work Program assignments is required. Failure to live up to expectations is taken seriously and confronted as firmly as shortcomings in classes, sports, or the dormitory.

Two assignments are organized by clusters:

Commons Duty: In addition to their regular work assignments, students occasionally work in the school dining facility. The Clusters rotate Commons duty at breakfast and dinner for one week at a time; thus each Cluster is usually responsible for Commons duty twice a term; any one student may have such duty 2-3 times per year. Lunches are covered by crews of students assigned as part of the regular Work Duty Program.

Cluster Dorm Cleaning Program: Half of the students in each dormitory are assigned jobs in their own building which they accomplish regularly as needed. Such tasks include cleaning stairways, halls, common rooms, and emptying trash. The House Counselor or Student Proctor works with students to assign specific jobs, whether permanently or on a rotating basis and oversees the general condition of the dormitory. Although no formal attendance is taken, jobs are expected to be done daily and more often if necessary.

Campus-wide Work Programs

During their PA career, students may be assigned to a variety of jobs for no more than two periods per week throughout the year. Examples include clerical duties in campus offices, sorting mail, dishwashing in the Commons at lunch, campus beautification with the office of Buildings and Grounds. A few assignments are assigned to students who may have a special skill or interest such as jobs in the Music Department, physics

or language laboratories. All others have the opportunity to indicate their preferences for assignments when they sign up for courses with their Academic Advisors.

Extracurricular Organizations

Performing Arts

Theatre

Students interested in acting, set design, front-of-house business, scene construction, lighting, or any other involvement may mount productions in the several playing areas in the school. The schedule for major productions may include a Shakespeare, a modern comedy, and a Broadway musical, the latter the combined efforts of several departments.

The Drama Lab usually, though not always, produces plays of a short and informal nature. These are sometimes experimental and innovative, and occasionally student-written. The lab operates under the guidance of student directors and a faculty advisor.

Plays in foreign languages are also performed, under the auspices of the department involved. Productions are also mounted as the main thrust of Theatre 26, one of the courses offered by the Department of Theatre and Dance.

Students may elect drama as an alternative to athletics in the winter, or may elect stage crew for one of the three trimesters.

Dance

Dance, both ballet and modern, is offered during the athletic period. It is coeducational. There is also a formal academic course in modern dance. Participation, whether as an athletic involvement, as a course, or extracurricular, may lead to public performance, such as recitals, or as part of a major production such as the spring musical.

Music

The three major musical organizations of Andover are the Chorus, the Concert Band, and the Orchestra. In addition to these there are numerous other groups, such as a large Jazz Band, a chamber music program, and varied combinations of woodwind, string and bass ensembles. The Fidelio Society is a smaller and very exclusive group made up of the finest voices from the Chorus. It also appears in concerts, chapel services, and various informal gatherings around campus.

The department sponsors a Marching Band, which works as a pep band to play for football games. Its members also attend the away Exeter game, and one other game, either at Northfield Mt. Hermon or Deerfield. During the fall the band is also continually working on concert music as well. There is a late fall term concert, a concert during the winter, and a spring concert sometimes held outdoors.

The Phillips Academy Orchestra is a group of concert proportions. After the strength of the string section is determined, the best bass woodwinds from the Band are invited to assist, as the repertoire dictates. The Orchestra has an active year, with concerts at Andover in combination with the Band and Chorus and before outside organizations. In the spring, the Orchestra combines with top players of the Band to form the pit orchestra for the annual spring Broadway musical production.

The Phillips Academy Jazz Band is open to all students; those players who qualify make up the 18 to 20 piece organization. Several pianists, drummers and vocalists share in the large repertoire of music performed. The Jazz Band performs at various surrounding schools and plays numerous concerts or concert/dances for the academy students, faculty and townspeople.

The department also sponsors a Chamber Music Society. The Society is made up of students, faculty and townspeople, who gather one evening a week to prepare for various programs in the community. Also, the Society sponsors informal Chamber Music Parties to give performing experience to as many of the members as possible.

Phillips is fortunate to have a 37 bell carillon. The academy carillonneur has organized a group to best make use of this instrument and explore its musical possibilities. Each year a student is awarded the Fuller Prize, which gives the recipient the responsibility of playing the carillon in the Memorial Tower.

The Community Service Program

The Community Service Program arranges opportunities for service off campus in Andover and in urban Lawrence. In recent years students tutored in Andover elementary and Junior High schools, assisted at the town center for the elderly, worked as hospital volunteers, led a group at the YWCA, helped in a residence program and a day-school program for emotionally disturbed children, tutored and provided other

assistance and skills in an inner city elementary school, brought fourth graders from South Lawrence to the campus weekly. Many students volunteer a portion of their own free time for such service activities; students may also work out a service project with the Director of Community Service for one term as an activity in place of athletics; Uppers and Seniors may be able to arrange a service activity as an Independent Project in place of a course. Interested students should contact Mary Minard at Cochran Chapel.

Publications and Communications

There are a number of publication groups in the school. Competitions for board positions are open in some cases to all members of the school except juniors, in others to members of designated classes. The experience gained in these competitions, whether the candidate is successful or not, is worth the effort, and the prestige of executive positions on the boards is well worth trying for.

The Phillipian, established in 1857, is the official newspaper of the Academy and is published every Friday of the school year.

Its staff is divided into two boards: the Editorial Board, which takes charge of the purely editorial phase of the publication, and the Business Board, which has charge of subscriptions, circulation, and advertisements. Positions on either board are obtained through experience with the paper.

The Phillipian offers opportunities for students who show aptitude for either business or writing.

The Pot Pourri is the Academy year book, published at the end of each school year. The book serves to document important events at Andover and stands as the official record of each year. It contains pictures of all the seniors, faculty and extracurricular organizations, and also seeks to display the aspects of PA.

The Mirror, founded in 1854, is the undergraduate literary and art magazine, which is published at least three times a year.

The Caucus is published three times a year by the members of the Afro-Latino-American Society; however, contributors are not necessarily limited to those within the Society. Contents

include articles, poems, photos and drawings. The Caucus enhances awareness of minorities and their experience here on the Phillips Academy campus or elsewhere.

The FM Radio Station

The student radio station (WPAA), with studios in the basement of Evans Hall, broadcasts music, talks, panel discussions, news of campus activities, and other material of interest to the school community. It provides students with an opportunity to learn about the equipment used in broadcasting, about the problems of programming, and about oral poise.

Special Organizations

Social Functions Committee

Social Functions are planned by students in collaboration with Cluster committees working with the Coordinator of Social Activities.

The Blue Key

The Blue Key, organized in 1954, is a group of upperclass students whose function is to welcome new students and others to the campus, serve as advisors to new students in all four classes, conduct special activities, and generate school spirit.

Afro-Latino-American Society

Founded in the Fall of 1967, the Afro-Latino-American Society exists to serve the needs of the Black and Hispanic student at Andover and to increase communications between Black and Hispanic students and the school community in general. The Society operates a Minority Cultural Center, which includes a library of Black and Hispanic history and literature, and which serves as a headquarters for its many activities, such as orientation, tutoring, and general assistance for new Minority Students, and lectures, seminars and panel discussions, open to all students.

The International Asian Society

The purpose of this organization is to provide opportunities for education about and sharing of various Asian cultures and traditions, with equal emphasis on bonds and diversity.

The Society sponsors programs, demonstrations, field trips, and films on oriental art, literature, music, history, religions,

and cuisine. The Society is open to all who share either Asian backgrounds or interests.

The International Club

Open to all foreign students and those interested in the cultures and traditions of other nations, this neophyte club has been established to provide support for Andover's growing number and diversity of foreign students and to promote understanding and appreciation of that diversity within the school community.

The Student Alumni Association

The Student Alumni Association is a service organization of 150 students and over 300 Alumni volunteers. Members represent all 50 states and many foreign countries. The students serve in the Admissions Office as guides hosting visitors to the PA campus. They also work closely with Alumni Representatives in their home areas keeping them in touch with Andover today. Membership includes all classes and is competitive.

Student Programs and Opportunities

Students interested in summer work, internships, service and travel opportunities should seek the help of Mrs. Bardo in the Summer Opportunities Office in Phillips Hall. Students interested in summer foreign language study should inquire in the Language Division Office in Samuel Phillips Hall.

Special Support

The Abbot Academy Association

The Abbot Academy Association was organized in 1973 upon the incorporation of Abbot Academy into Phillips Academy in order to fund extracurricular and experimental programs at Phillips Academy. The Dean of Studies administers a fund provided by the Abbot Academy Association to be used for student initiated projects.

Activities and Clubs

Andover sponsors a large variety of activities, many of them organized as clubs. Students should watch the Daily Bulletin for announcements of meetings. Students may organize a new activity, but the activity must register with the Dean of Students and Residential Life and must have a Faculty Advisor.

STUDENT ORGANIZATIONS 1993-1994

Organization	Leaders	Faculty Advisors
ADAAC (Andover Drug & Alcohol Awareness Committee)	C.Sincerbeaux/ T. Wexler	Ms. Bonney-Smith Ms. Brown
AF-LAT-AM Society	TBA	Mrs. Henderson
Ambassador Club	TBA	TBA
Amnesty International	K. Blanton/J. Peachy	Mr. Joel
Andover Horticultural Society	TBA	TBA
Asian Society	C. Ho/C. Min	Ms. Fan
Astronomy Club	TBA	TBA
Athletic Advisory Board	TBA	TBA
Backtracks	J.Daniszewski/J.Rosenberg	Mr. Thorn
Blue Key Society	J. Verini/A. Ross	Mr.Leahy/Mr. Wilmer
Cantana	TBA	TBA
Chess Club	S. Blair	Mr. Cardozo
Chinese Club	K. Hutter/L. Henderson	Ms. Yang
Chinese Student Assoc.	Em. Liao/P. Mang	TBA
Classics Club	J. Kahr	Mr. Krumpe
Classical Music Society	TBA	Mr. Walter
Community Service	E. Fernandez/C. Kim/ M.Koehler/J. McCannon/ D. Orraca-Tetteh	Ms. Niles
<i>The Courant</i>	E. Kao	Mr. Thorn
Debate Club	See Philomethan Society	
Earth Friends	A. Albrecht/J. Lunt/ M. Schatzberg	Mr./Mrs. Bardo
8'N'One	W. Woo	Mr. Walter
Fidelio Society	TBA	Ms. Lloyd
Focus	TBA	Ms.Fulford/Ms.Kerekes
Gay/Straight Alliance	D. Romero/M. Rivera/ W. Smith	Ms. Bonney-Smith
German Club	TBA	Mr. Chivers/Ms. Fleming/Mr. Svec
Handbell Choir	S.Czarnecki/A. Gonzalez	Ms. Skelton
Hellenic Society	TBA	Mr. Hodgson
Hong Kong Student Assoc.	TBA	Ms. Huang
Indian-Pakistani Society	R.Jagadeesan/D.Kudchadkar	Ms. Wood
International Club	V. Mikova	Mrs. McNemar
Jewish Student Union	M. Rivera/T. Wexler	Rabbi Gendler

Organization	Leaders	Faculty Advisors
Korean Student Fellowship	D. Hong/ A. Lee/C. Lee	Mr. Capra
Leaky Pen	A. Chung	Mr. Crawford
LeCercle Francais	TBA	TBA
Mad Beaters	S. Fan/E. Topper	Ms. Giglio
Math Club	TBA	Mr. Barry
Model United Nations	TBA	Mr. Barry
Muslim Student Union	TBA	TBA
North Carolina Club	TBA	Mr. Rogers
Newman Club	TBA	Mr. Hall
Nuclear Awareness/ Education Group	J. Lusk/E. McCarthy	Ms. Schorr
Oriana	R. Myers	Ms. Igo
Ornithological Society	TBA	TBA
OXFAM	H.Cline/C.Kim/E.Lentz	Rev. Zaeder
PA Computer Tech Club	M. Pirri/N. Raymond	Ms. Lisiak
PA Democratic Club	J. Bovis/S. Kaiser	Ms. Igo
Philharmonia Society	R. Chao/M. Fang	Mr. Walter
The Phillpian	J. Rosenfield	Mr. Lyons
Philomethean Society	J. Stubbs/R. Teague	Mr. Crawford
Photography Club	J. Paige	Mr. Wicks
Political Economy Club	J. Paige	Dr. Strudwick
Potpourri	A. Ross	Mr.Bade/Ms.Ostrow
Pre-Med Club	J. Guschov	Dr. Keller
Republican Club	A. Chung/J. Paige	Mr. Heelan
Russian Club	J. Bovis/K. Simeone	Ms. Bewig
S.A.R.C.Students for an Anti-Racist Community	T. Bedeau/M. Ford	Mrs. Henderson/ Mr. J.D. Williams
Semper Eadem Society	J. Arnott	Mr. Thorn
SMACK	B.Dwarakanath/Y.Watson	Mr. Herbst
The Soapbox	J.Lusk/M.Manning/C.Mas	Ms. Fan
Spanish Club	D. Kaminski/J. Rocha/ D. Rosman/L. Torbert	Mr. Dix
Student Advocates	J. Kahr	Mr. Kip
Student Art Club	TBA	TBA
Student Council	K. Hult	Ms. Cline
Videovation	TBA	TBA
WQS Cluster Charities	TBA	Mr. Koolen
Women's Forum	S. K. Hult/I. Leval	Ms. Igo
WPAA	E.Gottesman/M.Keohler	Mr. Thorn
The Writing Club	C.Willoughby/T.Wing	Ms. Kelly

Activities Budgeting

Business Managers of all clubs meet with the Assistant to the Comptroller, in the fall to be instructed in how to manage a budget. It is extremely important that any funds which accrue be accounted for accurately and deposited promptly in the Treasurer's Office. No solicitation drives of persons or firms outside the Academy may be carried out without the explicit approval of the Secretary of the Academy.

Physical Education and Athletics

The Department of Physical Education and Athletics offers three kinds of activity: interscholastic athletics (Varsity and I.V. sports), intramural activities, and the physical education program. *Participation in the athletic program is compulsory. Members of Varsity and jayvee teams are required to attend all scheduled practices and contests unless personally excused by their coach.*

The Physical Education Course

The co-ed Physical Education Course is mandatory for all Juniors and new Lower Middlers. A one-trimester diploma requirement, the course attempts to meet the needs of students by testing and developing individual physical aptitude in the areas of agility, survival swimming and body control through rope climbing. At the beginning of the course students are tested for physical aptitude. Low testers are usually required to take a remedial program for one term as their afternoon sport. The physical education course is part of the academic program and does not excuse a student from participation in the regular afternoon program. Students are graded on a pass-fail basis.

The Swimming Requirement

Upon arrival, all new students are given a swim test. Those who are unable to meet our requirement are enrolled in swimming lessons as their afternoon sport in the fall. Note that Juniors and new Lovers who do not pass the swim test must postpone taking the Physical Education Course until they are able to meet the swim requirement.

Athletics

Participation in the afternoon program is mandatory for all students. The Department offers 45 areas: interscholastic competition for varsity and JV teams; intramural cluster team competition; recreational and instructional sports; ballet or modern dance; and for the upper 3 classes one term a year of

an activity in place of sports. Students are strongly encouraged to play at least one competitive team sport while at Andover.

Attendance, Grades and Medical Excuses

Absences from required sports are accorded the same importance as those from academic classes. Students are given a grade of satisfactory or unsatisfactory by their coaches at season's end and these grades determine whether a student enjoys good standing with the Department. Although students may have to be excused by the Academy's Medical Director from active participation in sports, they must still meet their athletic requirement in one of the following ways: service as a team manager; qualifying to be a student assistant coach; working as a Departmental office assistant; or successful completion of a rehabilitative program prescribed by the Medical Director and implemented by the Trainers.

Interscholastic Athletics

The Varsity and JV program provides competition with independent and public school teams of comparable strength, as well as some Varsity contests against college "B" teams. Andover boys and girls teams play other schools on Wednesday and/or Saturday afternoons, and in the winter on appropriate Friday and Saturday evenings.

Intramural Athletics

Co-ed teams representing each of the six residential clusters compete four days a week at the "A" and "B" skills level in fall soccer, winter basketball and spring softball. The Cluster accumulating the best record in year-long A-level competition wins the Parker-Sprague-Goss Trophy. The Sheridan Award is presented at Prize Day each spring to that student who has contributed the most to the cluster intramural program.

Instructional, Recreational, Fitness and Dance

Various co-ed options are offered depending upon the availability of qualified supervision and sufficient student enrollment. Fitness programs and certain others may be selected only once during the year.

Activities in Place of the afternoon Athletic Program

Seniors, Upper Middlers and Lower Middlers in good standing with the Athletic Department may substitute an alternative activity for one term of athletics during each of the

last three years. Led by faculty members who wish to share special interests with students, activities usually include Community Service, ceramics, stage crew and dramatic productions, music and photo field trip.

Student Athletic Advisory Board

The elected captains of all varsity teams are eligible for membership on a committee which advises the Director of Athletics on the varsity awards system and other aspects of the interscholastic program. Led by their elected Chairperson and Secretary, this group seeks opportunities to stimulate interest in Andover athletics and in athletically oriented community service projects.

Varsity Athletic Awards

Members of varsity teams who meet standards prescribed for each sport may be awarded the Varsity A by the coach and captain at a post-season Athletic Awards Evening, upon approval of the Student Athletic Advisory Board. The Department's highest award, the Interwoven A Sweater, is presented to athletes who have won four A's in the same seasonal sport, three A's in one year or a total of 5 varsity A's.

Managers of Varsity and JV team sports

The student managers of Varsity and JV teams serve a vital function in assisting the coach in the efficient handling of practical and logistical details. Varsity managers may receive appropriate athletic awards for excellent service. Managerial positions are normally not open to Juniors; nor may a student manage more than once each year.

The Press Club

The Press Club was established in September of 1954. Its publishing includes rosters for Saturday varsity contests, a special program for the Andover-Exeter football game and, at the conclusion of each athletic season, the ANDOVER SCOREBOARD, a sports magazine which provides comprehensive coverage of the individual varsity teams. The organization also is responsible for reporting scores and statistics to newspapers and for co-writing articles on Andover sports for various publications, including the Alumni Bulletin. Staff members, operating under the auspices of the Athletic Department, learn to be adept in athletic journalism, graphics and business management.

PROGRAM OF SPORTS

Fall Term

Interscholastic Competition

Girls

Cross Country
Field Hockey
Soccer
Volleyball
Water Polo

Boys

Cross Country
Football
Soccer
Water Polo

Intramural Competition

Co-ed Soccer

Co-ed Instructional/ Recreational

Ballet
Basics
Crew
Field Hockey
Karate
Modern Dance
Search & Rescue
Squash
Swim Instruction
Tennis

Winter Term

Basketball
Hockey
Skiing
(Alpine
& Nordic)
Squash
Swimming
Track

Basketball
Hockey
Skiing
(Alpine
& Nordic)
Squash
Swimming
Track
Wrestling

Co-ed Basketball

Ballet
Basics
Cross Country Skiing
Modern Dance
Search & Rescue
Yoga

Spring Term

Crew
Cycling
Golf (co-ed)
Lacrosse
Softball
Tennis
Track

Baseball
Crew
Cycling
Golf (co-ed)
Lacrosse
Tennis
Track

Co-ed Softball

Ballet
Basics
Cycling
Karate
Modern Dance
Rock Climbing
Search & Rescue
Squash
Swim Instruction
Tai Chi Ch'uan
Tennis
Ultimate Frisbee
Yoga

School Services and Facilities

Commons

The school's dining facility—operates on a cafeteria basis and offers as wide a range of cuisine and salad bar as community tastes and the budget will permit. The Commons Staff welcomes suggestions and favorite recipes. Because faculty supervision is minimal, the effectiveness, efficiency, and ambience of Commons rely heavily on maturity and cooperation by students to minimize food waste, pilferage, and vandalism and to ensure an atmosphere of civility, courtesy, and pleasant dining.

The Ryley Room

This snack bar offers games, music, and activities in addition to between-meal and evening snacks. Its policies and offerings are determined by the manager and the Student Board of Governors. It is located in the west basement of Commons. On evenings preceding classes, the Ryley Room is open only to Seniors after 8:00 p.m.

The Community Activities Center

The Community Activities Center is located in Benner House and is meant to be a place where students can gather to socialize and play games ranging from cards to chess to pool to pinball to video. The Center is open on Fridays of five-day weeks 7 p.m.-10 p.m. and Saturdays 4 p.m.-11:15 p.m.

The Student Health Service

The medical care of students' injuries and illnesses is provided at the Isham Infirmary, a small, modern, well equipped infirmary. Isham Infirmary is open at all times, both day and night. Students are welcome at all times, but they should not come to Isham Infirmary during a classroom period except in the case of an urgent medical problem. Students with minor ailments should try to come during a free period between the hours of 8:00 a.m. and 5:00 p.m.

Services provided by Isham include lab work and x-rays, nutrition counselling, reproductive health services, and scheduled clinics for orthopedics/sports medicine, dermatology, and orthodontics. In addition, referrals to off-campus medical and surgical specialists and dentists can be made.

Appointments to see the Medical Director may be made through Isham Infirmary. The Medical Director urges that students take medications only as prescribed by a physician, and encourages all students to consult him early about any illness, injury, or emotional difficulty that concerns them. All students are welcome to seek medical advice without hesitation.

The visiting of patients by students (two at a time) is always allowed with permission of the nurse on duty, weekdays 11:00 a.m.-2:00 p.m. and 6:00 p.m.-7:30 p.m.; Sundays, 11:00 a.m.-7:00 p.m. Students must adhere to Isham Infirmary rules, which were established in the best interest of all.

Counseling

Confidential psychological counseling services are available at Graham House Mondays through Fridays from 9:00 a.m. to 5:00 p.m. Students are encouraged to speak with a counselor concerning any personal, family, or school problem that is troubling them. Students may schedule an appointment with one of three psychological counselors through the Graham House secretary for a time that does not conflict with a class period. Appointments can usually be arranged for the same or next day. In case of an emergency there is always a psychological counselor who can be reached by a student, house counselor, dean, or Isham Infirmary on a 24 hour basis, including weekends. Occasionally, due to the nature of a student's problem or at his or her request, a counselor will help to arrange services for the student with a mental health professional outside Phillips Academy.

Religion

In 1976 a residential and pluralistic team ministry was formed in which a Protestant minister, a Roman Catholic priest and a Rabbi cooperate both to symbolize and to serve the diverse religious needs of the community. Personal and private religious counseling is readily available and attendance at all worship services is voluntary. Roman Catholic and Protestant services are held each Sunday in the Sylvia Pratt Kemper Chapel at 9:45 A.M. and 11:00 A.M., respectively. On occasion ecumenical services are celebrated in the Cochran Chapel. Jewish services are conducted regularly on Friday

evenings in the Kemper Chapel and special arrangements are made for Jewish students to celebrate their holy days.

Some students attend regularly one or other of the churches in Andover, such as the Christ Episcopal Church, the Christian Science Church, Free Congregational Church, Faith Lutheran Church, the Unitarian-Universalist Church, and the Mormon Church in Georgetown.

It is school policy that religious organizations not recruit membership or proselytize on campus.

The Oliver Wendell Holmes Library

The Oliver Wendell Holmes Library was built in 1929; in 1987 it was thoroughly renovated, doubling its space. Housing over 100,000 volumes, maintaining over 300 serials, providing a strong Bibliographic Instruction program through the services of our four full-time professional Reference Librarians, and offering Computer-Assisted Retrieval Services (CARS), the Library is the hub of academic life on the campus. Automated in 1992, the Oliver Wendell Holmes Library system provides rapid and efficient access to the library on-line catalog from sixteen terminals throughout the building and a dial-in phone line (508.749.4229). The protocols for dial-in access are: no parity, 1 stop bit, 8 data bits, full duplex, VT100 emulation. The system is expanding to include the libraries of the Peabody Museum of Archaeology and Graves Music Library. It is our hope that students will take full advantage of the resources and services offered through the Library. We will make every effort to accommodate their needs and requests; to assist in retrieving information accurately and rapidly.

In return, and out of consideration for others, we ask student cooperation in maintaining a quiet, pleasant atmosphere throughout the building. The Library is open over 70 hours per week. The Garver Room, our research and reference area, is a silent area, as is the entire second floor. The stacks are open; a barcoded student ID card is needed to check out materials. Appropriate library behavior is expected at all times. We ask also that students refrain from bringing food or drink into the building.

The Computer Center

The Computer Center was established in January 1986. In

September 1988, a new computer center facility opened in the lower level of the Oliver Wendell Holmes Library. The Center is available for use by all students and faculty.

The main Center houses over 70 workstations, including Macintosh, Apple and IBM compatible machines and printers. CD ROM players, scanners and videodisc players are also available. *Microsoft Word* for the Macintosh, *AppleWorks* for the Apple II family, *Word Perfect* for DOS machines and *MS Word for Windows* are the primary word processing programs supported by the Center. A selection of over 100 pieces of software is also available for use. Two satellite centers, the Samson Room (in Morse Hall) and the Roscoe Dake Room (Evans Hall) are open during the busy times of the term.

The hours of operation are posted at the entrance of the library and are extended at the end of each term. An ID card is necessary to use the Center. One copy of academic work is free of charge, however, personal printouts are charged at \$0.25 per page.

New students receive an introduction to the campus network, Macintosh basics and word processing. Various other computer courses are offered throughout the year and available to all students. Students are also encouraged to bring personal computers to campus. A discount purchase plan is available. Contact the Director of Computing for more information.

The Record Library

The Record Library is located on the first floor of Graves Hall. It is open during announced hours for free listening to fine recordings. Records from the collection may be borrowed for use by all members of the school community.

Addison Gallery of American Art

The Addison Gallery of American Art was established in 1931 in order that the students of Phillips Academy might become acquainted with the objects of art and craftsmanship of their own country. The gallery has a high rank among the smaller museums in the country, with a well-equipped building providing space for extensive loan exhibitions in addition to the permanent collections. These loan exhibitions vary widely in subject and period, and include foreign as well as native art.

The gallery is open the year round and free to the general public, as well as to the student body. While the gallery is closed on Mondays, its regular hours during the remainder of the week are: Tuesday through Saturday, 10:00 a.m. to 5:00 p.m.; Sunday, 2:30 p.m. to 5:00 p.m.

The Robert S. Peabody Foundation for Archaeology

The Robert S. Peabody Foundation for Archaeology was founded in 1901 by Robert Singleton Peabody. Mr. Peabody's primary purpose in establishing the Foundation was to create an institution devoted to archaeological research. Since its creation, the Foundation has sponsored archaeological research in the northeastern United States and eastern Canada, the northwestern, southeastern and southwestern United States, the Yukon Territory, Mexico, and Peru. Currently, the Foundation is continuing its research in Mexico and Peru.

Reports on the results of its research are published by the Foundation. In addition to their research activities, the staff of the Foundation teaches an elective course in archaeology open to students of Phillips Academy.

The Foundation maintains a museum devoted to archaeology and anthropology which is open to the public free of charge Monday through Friday from 8:30 a.m. until 4:15 p.m. The museum is closed on weekends and major holidays.

Comptroller's Office

Students are strongly encouraged not to keep large amounts of cash in their possession or in their rooms. A automated teller machine (ATM) is located in George Washington Hall, and students are encouraged to open a bank account locally or at their home.

Book Loan Library

The Loan Library is a used textbook service available to all students for a fee of \$10 a term. As an alternative to buying full-priced new textbooks, students may buy used textbooks which are on sale by consignment from other students or borrow textbooks—both subject to availability. Textbooks are available on a loan basis for most courses. Students are expected to write their name on the inside front cover and to **NOT WRITE OR HIGHLIGHT** in Loan Library books. Books borrowed must be returned to the Loan Library at the completion of the course or

the end of the school year, whichever is sooner. A book list for the current term along with the regular open hours will be posted outside of the Loan Library.

Failure to return borrowed books on time will result in a delay in receiving books for future terms. Students must replace any book lost or defaced with another book of the same title and condition, another textbook of the same value, or pay the present retail price of the book.

School Meeting Facilities

Permission to use school facilities for meetings and other group activities must be applied for in advance in order to assure availability of the facilities desired. For use of the Log Cabin, Underwood Room, White Auditorium, Taubman Room and Cooley House students should register with Mrs. Elaine Benedict in the Office of the Dean of Students and Residential Life. For the use of any of the athletic facilities clearance must also be obtained at the gymnasium office. Use of the William Kemper Room must also be cleared with the Audio Visual Office.

Lost and Found

A Lost and Found Department is maintained in the Office of the Dean of Students and Residential Life where students may retrieve books, articles of clothing and other items of value picked up in school buildings.

Business Opportunities

No student may act as an agent for any business without the express permission of the Dean of Students and Residential Life. Application forms for such permission may be obtained in the Office of the Dean of Students and Residential Life. Any salesman who appears on campus should be reported to the Dean of Students and Residential Life.

School Post Office

The school maintains its own post office, located in the basement of George Washington Hall, which serves as a distribution center for all incoming mail and for school notices to individual students. Students should check mailboxes daily as they will be held responsible for responding promptly to notices placed in mailboxes.

Daily Bulletin

Each weekday a bulletin of Official Notices is published in the

Office of the Dean of Students and Residential Life. This bulletin also contains activity and club notices. Copy for this bulletin is due in the Office of the Dean of Students and Residential Life by 9:00 a.m. The bulletin will be posted on campus bulletin boards by 11:00 a.m. and noon. Students are completely responsible for the contents of this bulletin by 1:30 p.m.

Official Notices

Students are responsible for responding to all official notices sent them, whether they are placed in mailboxes or delivered to class or dormitory.

The Andover Inn

Although the Inn is part of the campus, it should be kept in mind that the Andover Inn is open to the general public. The management, therefore, determines what dress and behavior are appropriate for students patronizing this facility.

Students should not loiter in the lobby. The same smoking rules are in effect as on other parts of the campus; thus students may not smoke in the Andover Inn.

Health codes require the wearing of shoes or the equivalent in all administrative, dining, and classroom buildings.

School Hours

Offices in George Washington Hall

The offices in George Washington Hall are open from 8:30 a.m. to 4:30 p.m. Monday through Friday and on Saturday morning by appointment. Students are expected to transact business in the Comptroller's Office between 8:45 a.m. and 1:30 p.m. Monday through Friday.

Commons

Breakfast:

6-Day Weeks—Mon., Tues., Wed., Fri., Sat.—7:15-9:15

Thurs.—8:00-9:00

5-Day Weeks—Mon., Tues., Wed., Thurs., Fri.—7:15-9:15

Sat. Brunch—9:30-12:00 Sun. Brunch—10:00—12:00

Lunch—Mon.-Sat. 11:30-1:30

Dinner—Mon.-Sat. 5:00-6:30, Sun. 4:30-6:00

Oliver Wendell Holmes Library

Mon.-Thur. 8:00 am - 9:30 pm

Fridays 8:00 am - 6:00 pm (6 Day Weeks 8:00 am - 9:30 pm)

Saturday 10:00 am - 3:00 pm (6 Day Weeks 8:00 am - 3:00 pm)

Sunday 1:00 pm - 9:30 pm

The Computer Center Hours of Operation:

Monday-Friday 7:45 am-9:30 pm (Fridays of 5-Day Weeks:
7:45 a.m.-5:00 p.m.)

Saturdays CLOSED (6 Day Weeks: 7:45 am - 3:00 pm)

Sundays 1:30 pm - 9:30 pm

Both the Library and the Computer Center extend hours at the end of term.

Dormitory Sign-in Times

Sunday-Friday 8:00 p.m. (10:00 p.m. for Seniors).

Friday of Five-Day Weeks, 10:00 p.m. (11:00 for Seniors).

Saturday 11:30 for everyone.

Language Laboratory

Open all hours when classes are in session and evenings (except Saturdays) from 6:00 - 9:00 p.m.

Arrivals and Departures

It is important that students arrive on dates specified on the School Calendar. Students arriving earlier cannot ordinarily be accommodated, and never without prior arrangement and permission from their Cluster Deans; students arriving late without similar advance clearance risk disciplinary action.

Parents should understand that the Academy is not equipped to board students during the Christmas, March, and Summer Vacations and that students are therefore expected to vacate their rooms promptly at the conclusion of each term.

Reservations for traveling should be procured for dates no later than those on which examinations end, as specified on the School Calendar.

Because of space and service limitations as well as a tradition of making Commencement a special occasion for seniors, faculty members and parents, underclass students are not ordinarily permitted to remain at school to attend Commencement Exercises.

PHILLIPS ACADEMY – ANDOVER, MASSACHUSETTS CALENDAR – 1993-1994

Fall Term

Sept.	7-8	Tues.-Wed.	New Faculty Orientation
	7	Tues.	Faculty Return by 5:00 p.m.
	7	Tues.	Varsity Football Team Candidates Return
	8-9	Wed.-Thur.	Peer Education Workshop
	8-10	Wed.-Fri.	Faculty Meetings, as scheduled
	8-10	Wed.-Fri.	Orientation for New International Students
	9	Thur.	Certain Varsity Team Candidates Return
	11	Sat.	New Students Arrive and Register, before 1 p.m.
	12	Sun.	Certain Varsity Team Candidates Return
	13	Mon.	Old Students Return and Register, before 1 p.m.
	15	Wed.	Classes Begin
Oct.	15	Fri.	Mid-Term Academic Review
	15-16	Fri.-Sat.	Trustees Meetings
	16	Sat.	PSAT/NMSQT Test (for Uppers and some Lower)
	19	Tues.	Cluster Academic Review Meetings, 6:45 p.m.
	22	Fri.	Classes for Week End at 12 Noon
	22-24	Fri.-Sun.	Parents' Weekend (All Parents)
	25	Mon.	No Classes (College Visiting Day for Seniors)
Nov.	1-4	Mon.-Thur.	"Freedom From Chemical Dependency" Workshops
	6	Sat.	College Board Examinations - SAT/ACH
	13	Sat.	Andover-Exeter Athletic Contests
	16	Tues.	Faculty Development Day (No Classes)
	23	Tues.	Thanksgiving Holiday Begins, 1 p.m.
	29	Mon.	Thanksgiving Holiday Ends, 8 p.m.
Dec.	4	Sat.	College Board Examinations - SAT/ACH
	6	Mon.	Classes end, 1:00 p.m.
	7	Tues.	Fall Trimester Examinations Begin, 8 a.m.
	11	Sat.	Fall Trimester Examinations End, 12 Noon
	11	Sat.	Winter Vacation Begins, 12 Noon
	15	Wed.	Fall Trimester Academic Review Meeting, 9 a.m.

Winter Term

Jan.	4	Tues.	Winter Vacation Ends, 8 p.m.
	5	Wed.	Winter Trimester Classes Begin
	17	Mon.	Martin Luther King, Jr. Day
	21-22	Fri-Sat.	Trustees Meetings
	22	Sat.	College Board Examinations - SAT/ACH
Feb.	4	Fri.	Mid-Term Academic Review
	7	Mon.	Mid-Winter Holiday (No Classes)
	8	Tues.	Monday Class Meeting Schedule
	8	Tues.	Cluster Academic Review Meetings, 6:45 p.m.
March	5	Sat.	Andover-Exeter Athletic Contests
	8	Tues.	Classes End, 1 p.m.
	9	Wed.	Winter Trimester Examinations Begin, 8 a.m.
	12	Sat.	Winter Trimester Examinations End, 12 Noon
	12	Sat.	Spring Vacation Begins, 12 Noon
	16	Wed.	Winter Trimester Academic Review Meeting, 9 a.m.

Spring Term

March	29	Tues.	Spring Vacation Ends, 8 p.m.
	30	Wed.	Spring Trimester Classes Begin
April	25	Mon.	No Classes (College Visiting Day)
	29	Fri.	Mid-Term Academic Review
	30	Sat.	Grandparents' Day
May	2	Mon.	College Fair
	3	Tues.	Cluster Academic Review Meetings, 6:45 p.m.
	4-20	Wed.-Fri.	College Advanced Placement Examinations
	7	Sat.	College Board Examinations - SAT I and SAT II
	13-14	Fri.-Sat.	Trustees and Andover Development Board Meetings
	16	Mon.	Senior Prom
	27	Fri.	Classes End, 2:45 p.m.
	28	Sat.	Andover-Exeter Athletic Contests
	30	Mon.	Spring Trimester Examinations Begin, 8 a.m.
June	2	Thurs.	Spring Trimester Examinations End, 6 p.m.
	3	Fri.	Senior Day and Senior-Faculty Dinner
	4	Sat.	College Board Examination (Off-Campus for most)
	4	Sat.	Senior Academic Review Meeting, 2 p.m.
	5	Sun.	Commencement
	9	Thurs.	Spring Trimester Academic Review Meeting, 9 a.m.
	10-12	Fri.-Sun.	Alumni Reunions
June	30	Thurs.	Summer Session Begins
August	10	Wed.	Summer Session Ends

5 Day Weeks (Saturdays with NO classes)

Sept. 18, 25; Oct. 9, 16; Nov. 6, 13, (27); Dec. 4, (11)

Winter Term: All 5-day Weeks

Apr. 2, 16, 23; May 7, 21, 28

HEADS OF ACADEMIC DEPARTMENTS

ARCHAEOLOGY	James W. Bradley
ART	Stephen B. Wicks
ENGLISH	David O. Cobb
HISTORY AND SOCIAL SCIENCES	Edwin G. Quattlebaum, III
COORDINATOR OF FOREIGN LANGUAGES	Natalie G. Schorr
CHINESE DEPARTMENT	Yuan Han
CLASSICS DEPARTMENT	Nicholas V. H. Kip
FRENCH DEPARTMENT	
GERMAN DEPARTMENT	Lisa B. J. Svec
RUSSIAN DEPARTMENT	Victor Svec
SPANISH DEPARTMENT	
MATH	Douglas J. Kuhlman
MUSIC	Peter C. Warsaw
PHILOSOPHY AND RELIGIOUS STUDIES	Thomas S. Hodgson
PSYCHOLOGY	Max C. Alovisetti
SCIENCE CONVENOR	
BIOLOGY DEPARTMENT	Thomas R. Hamilton
CHEMISTRY DEPARTMENT	Leslie Ballard
PHYSICS DEPARTMENT	J. Peter Watt
THEATER AND DANCE	Mark E. Efinger

ADMINISTRATION

HEADMASTER	Donald W. McNemar
EXECUTIVE ASSISTANT TO	
THE HEADMASTER.	John Bachman
DEAN OF THE FACULTY.	Helmuth W. Joel, Jr.
DEAN OF STUDIES.	Susan R. McCaslin
DEAN OF STUDENTS & RESIDENTIAL LIFE	Henry B. Wilmer
DEAN OF ABBOT CLUSTER	John A. Strudwick
DEAN OF FLAGSTAFF CLUSTER	Loring G. Kinder
DEAN OF PINE KNOLL CLUSTER	Vincent B. J. Avery
DEAN OF RABBIT POND CLUSTER	William W. Scott
DEAN OF WEST QUAD NORTH CLUSTER	Andrew J. Cline
DEAN OF WEST QUAD SOUTH CLUSTER	Marc D. Koolen
ASSOCIATE DEAN OF STUDENTS AND	
RESIDENTIAL LIFE	Priscilla Bonney-Smith
ACTING DEAN OF ADMISSION	Jane F. Fried
DEAN OF COMMUNITY AFFAIRS AND	
MULTICULTURAL DEVELOPMENT	Rebecca M. Sykes
DIRECTOR OF COLLEGE COUNSELING	Carl W. Bewig
DIRECTOR OF FINANCIAL AID	James F. Ventre
DIRECTOR OF ATHLETICS	Leon A. Modeste, III
REGISTRAR	Herbert H. Morton, III
SCHEDULING OFFICER	
AND ASSOCIATE DEAN OF STUDIES	Edith L. Walker
CHAPLAINS	Everett E. Gendler
	Michael Hall
	John Philip Zaeder
MEDICAL DIRECTOR	Richard J. Keller, M.D.
DIRECTOR OF THE LIBRARY	Susan E. Noble
DIRECTOR OF ADDISON GALLERY	John M. Reynolds
DIRECTOR OF THE	
ROBERT S. PEABODY FOUNDATION	James W. Bradley
DIRECTOR OF PHYSICAL PLANT	Michael Williams
CHIEF FINANCIAL OFFICER	Neil H. Cullen
COMPTROLLER	Elliot Hacker
SECRETARY OF THE ACADEMY	

PHILLIPS ACADEMY OUTSIDE LINES

Dorm Phones and Other Outside Lines

Adams Hall North

2nd floor 749-4767/4768
3rd floor 749-4769/4770

Adams Hall South

2nd floor 749-4771/4772
3rd floor 749-44773/4774

Alumni House

3rd floor 749-4606

America House

2nd floor 749-4703/4704
3rd floor 749-4705

Andover Cottage

2nd floor 749-4733
3rd floor 749-4734

Andover Inn

475-5903

Bailey House

3rd floor 749-4607

Bancroft East

2nd floor 749-4735
3rd floor 749-4736

Bancroft West

2nd floor 749-4737/4738
3rd floor 749-4739/4740

Bartlet Hall, North

1st floor 749-4637
2nd floor 749-4642
3rd floor 749-4639

Bartlet Hall, South

1st floor 749-4638
2nd floor 749-4641
3rd floor 749-4640

Bishop Hall, North

2nd floor 749-4741/4742
3rd floor 749-4743/4744

Bishop Hall, South

2nd floor 749-4745/4746
3rd floor 749-4747/4748

Blanchard House

3rd floor 749-4775/4776

Burt House

2nd floor 749-4643

Carriage House

1st floor 749-4608
2nd floor 749-4609

Carter House

1st floor 749-4706

Clement House

2nd floor 749-4610/4611
3rd floor 749-4612

Day Hall, North

2nd floor 749-4644
3rd floor 749-4645

Day Hall, South

2nd floor 749-4646
3rd floor 749-4647/4648

Double Brick North

2nd floor 749-4707/4708

Double Brick South

3rd floor 749-4709

Draper Cottage

2nd floor 749-4613
3rd floor 749-4614

Eaton Cottage

Basement 749-4751
2nd floor 749-4749
3rd floor 749-4750

Flagg House

3rd floor 749-4615

Foxcroft Hall

1st floor 749-4649
2nd floor 749-4651/4650
3rd floor 749-4652

French House

3rd floor 749-4710

Frost House

1st floor 749-4654

Fuess House, North

Basement 749-4675
1st floor 749-4672
2nd floor 749-4673
3rd floor 749-4674

Fuess House, South

Basement 749-4671
1st floor 749-4668
2nd floor 749-4669
3rd floor 749-4670

Hale East

Basement 749-4683
1st floor 749-4680
2nd floor 749-4681
3rd floor 749-4682

Hale West

Basement 749-4679
1st floor 749-4676
2nd floor 749-4677
3rd floor 749-4678

Hearsey House

1st floor 749-4655

Isham

2nd floor 749-4753/4754
3rd floor 749-4755/4756

Johnson Hall, North

2nd floor 749-4777/4778
3rd floor 749-4779/4780

Johnson Hall, South

2nd floor 749-4781/4782
3rd floor 749-4783/4784

Junior House

1st floor 749-4619
2nd floor 749-4620
3rd floor 749-4621

Morton House 474-0094

2nd floor 749-4622
3rd floor 749-4623

Newman House

2nd floor 749-4656

Paul Revere, North

2nd floor 749-4657
3rd floor 749-4658
4th floor 749-4659

Paul Revere, South

2nd floor 749-4660
3rd floor 749-4661
4th floor 749-4662

Pease House

3rd floor 749-4757

Pemberton Cottage

2nd floor 749-4758
3rd floor 749-4759

Rockwell Hall, North

2nd floor 749-4760/4761
3rd floor 749-4762/4763

Rockwell Hall, South

2nd floor 749-4785/4786
3rd floor 749-4787/4788

Samaritan House

3rd floor 749-4624

Smith House

2nd floor 749-4663
3rd floor 749-4664

Stearns East

Basement 749-4714
1st floor 749-4711
2nd floor 749-4712/4713

Stearns West

1st floor 749-4715
2nd floor 749-4716/4717

Stevens East

1st floor 749-4719
2nd floor 749-4720/4721

Stevens West

1st floor 749-4723
2nd floor 749-4724/4725

Stimson East

Basement 749-4687
1st floor 749-4684
2nd floor 749-4685/4686

Stimson West

Basement 749-4691
1st floor 749-4688
2nd floor 749-4689/4690

Stowe House

3rd floor 749-4727

Stuart North

1st floor 749-4692
2nd floor 749-4694/4693

Stuart South

1st floor 749-4696
2nd floor 749-4697/4698

Taylor Hall East

2nd floor 749-4789/4790
3rd floor 749-4791/4792

Taylor Hall West

2nd floor 749-4793/4794
3rd floor 749-4795/4796

Thompson House

2nd floor 749-4797

Tucker House

3rd floor 749-4798

Whitney

2nd floor 749-4728
3rd floor 749-4729

Williams Hall

1st floor 749-4625/4626
2nd floor 749-4627/29
3rd floor 749-4630/31

School Info

749-4000

EMERGENCY:

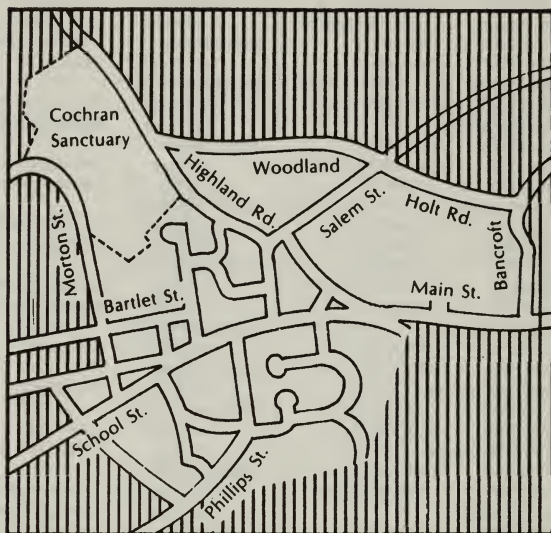
POLICE & FIRE & AMBULANCE 475-1212

PA Public Safety 749-4444

Isham Infirmary 749-4445

School Limits
PHILLIPS ACADEMY
ANDOVER, MASS.

The unshaded area of the map below represents the campus bounds.



The unshaded area of the large map on the following page represents the school bounds.

